



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: April 20, 2021

Subject: CANCEL ONE ASA III POSITION & ADD ONE BUSINESS SYSTEMS ANALYST POSITION IN THE CAO-LJIS PLANNING UNIT

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No. 25723 to cancel one Administrative Services Assistant III (APTA) position #13230, Salary Plan ZB5 1631 (\$6,613.76 - \$8,039.07), and add one Business Systems Analyst (LTWK) position, Salary Plan ZB5 1694 (\$7,039.46 - \$8,556.51) in the County Administrator's Office - Law and Justice Systems (LJIS) Planning and Development Unit.

FISCAL IMPACT:

100% County General Fund. The recommendation represents an estimated annual cost increase of \$8,770, assuming top salary step, of which \$2,028 is retirement expense. The additional cost can be accommodated within the authorized budget.

BACKGROUND:

The Law and Justice Systems (LJIS) Planning and Development Unit of the County Administrator's Office is responsible for administration, planning, development, and coordination of County case management systems for the District Attorney, Probation and Public Defender departments, and also countywide justice systems including the automated warrant system, the All County Criminal Justice Information Network (ACCJIN), and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/20/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 20, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 655-2056

By: June McHuen, Deputy

cc:

integrations among these systems and with Sheriff, Superior Court, and state/regional systems. The unit comprises five staff: a Business Systems Manager, Administrative Services Assistant

BACKGROUND: (CONT'D)

(ASA) III, and three Information Programmer Analyst IIIs. The Unit collaborates with Superior Court IT and DoIT (County IT) to accomplish its objectives.

The current Law and Justice Information System is an integrated system developed in the 1980s. This system is a legacy 'green screen' mainframe system that allows for the sharing of data among the Justice Partners and the Superior Court. The LJIS has served the County incredibly well for 35 years but has long been considered obsolete. The employees with the institutional knowledge and technical know-how to maintain the archaic mainframe system have retired and the requisite technical skill sets are difficult to attract into public service and take many years to develop. Consequently, it is imperative to migrate all justice mainframe systems to modern platforms and the CAO has been working for several years to plan and implement this migration. In light of the Court's planned migration to the Tyler criminal case management system in 2022, the County must take all necessary action to expedite the modernization of all its justice systems.

On April 13, the ASA III incumbent retired, leaving a vacancy in the LJIS Unit. With the rapid migration of County justice systems to modern web-based systems, in lieu recruiting to fill the ASA III vacancy, the LJIS Unit would be better served by a Business Systems Analyst (BSA), which requires IT project design and management experience as well as experience in general business administration, and is more relevant to the future work of the Unit.

Both the ASA III and the BSA job classes are represented by Local 21, which was notified of the proposed action on April 13, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendation, the LJIS Unit would not be served by staff possessing the needed qualifications and practical experience to support future goals and responsibilities of the Unit.

ATTACHMENTS

AIR 45287 P300 25723